

CAMP VICTORY

JOB DESCRIPTION

POSITION: Maintenance Assistant
RESPONSIBLE TO: Maintenance Director

GENERAL DESCRIPTION:

The Maintenance Assistant will assist the director to maintain and repair buildings, equipment and vehicles that belong to the camp. Responsibilities include but not limited to keeping facilities free from hazards, properly maintained and in good appearance. Assist in providing leadership to volunteers as it relates to maintenance.

QUALIFICATIONS:

- 1) Have a sincere love for the Lord and show a consistent walk with God.
- 2) Is in agreement with Camp Victory's philosophy, policies and Statement of Faith.
- 3) Is eager to learn, enjoys working with people, has an understanding of the camping ministry and has a desire to see individuals come to know and grow in Jesus Christ.
- 4) Self-motivated, self-disciplined and has a keen awareness to detail with ability to work alone.
- 5) Has the ability to identify needs, see problems, and come up with possible solutions and present issues to the proper leadership.
- 6) Has the ability to adjust priorities in a rapidly changing environment.
- 7) Has basic understanding and limited experience in construction, electrical, HVAC and or plumbing.
- 8) Demonstrates ability to use landscaping/grounds machinery, hand tools, power tools, skid steer, and vehicles safely.
- 9) This is a physically demanding position requiring the ability to lift 75+ pounds, scale ladders, work in adverse weather conditions, and perform bending, twisting, and lifting.

RESPONSIBILITIES:

Spiritual Responsibilities:

1. Be a witness for Jesus Christ in all words and actions, and share Christ's love with the public, campers and staff to reflect favorably upon the Lord and Camp Victory.
2. Develop a Christ-like, servant atmosphere in the work area.
3. Portray positive and encouraging spiritual example for staff and volunteers.

Responsibilities:

- 1) Be familiar with alarms and emergency equipment of camp and know how to deal with issues
- 2) Assist with keeping records weekly, monthly, semi-annual and annual inspections
- 3) Ensure that outside trash containers are emptied into dumpsters weekly
- 4) Keep paths and walkways clear of snow, debris, etc.
- 5) Replace lightbulbs, smoke detectors, etc. that are not working
- 6) When weather conditions warrant, help snow plow the camp driveway, walkways and other assigned areas as directed.
- 7) Assist with routine maintenance and repair of automobiles and equipment
- 8) Daily recording of temperatures in Dining Hall coolers and freezers
- 9) Assist the maintenance director with the annual repair & maintenance of facilities
- 10) Help with overall appearance of camp keeping buildings and grounds in pristine condition
- 11) Keep all buildings and grounds free from safety hazards and communicating concerns to the Maintenance Director
- 12) Clean and return equipment and tools to proper storage location at the end of a shift
- 13) Help lead volunteers and volunteer groups in projects
- 14) Keep the maintenance shop, work and designated storage areas clean and orderly at all times
- 15) Assist housekeeping staff with cleaning and/or set up when necessary
- 16) Assist program staff with activities as directed
- 17) Be responsible for other duties as assigned